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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 14 January 1954

FROM : Acting Chief, Technical Review Staff

SUBJECT: Weekly Activity Report

1. (2) Projects and Studies in Process.

a. Development of Technical Review Procedures and Operating Policies (continued item)

Submitted comments to Chief, Administrative Staff relative to changes required in Agency Regulation [REDACTED] in order to correct the title of this Staff and indicate responsibilities of the Chief of Logistics for Agency-wide review of technical logistics activities.

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2. (3) Other Items of Interest.

a. Group Hospitalization Insurance (completed item)

Recommended to the Chief, Supply Division and Chief, Administrative Staff that a study be made of the current procedure for the collection of premiums for group hospitalization insurance and maintenance of records therefor. Present system requires approximately 1/2 the work time of an employee in the Quarters I Building Supply Office and causes considerable interruption in their daily activities.

3. (5) Major Objectives.

a. Review of Logistics Office Organizational Elements (continued item)

- (1) Continued analysis^{of} work program of the Administrative Staff and compilation of a report thereon.
- (2) Information requested concerning organization, staffing and work programs of C&R Staff have not been received. Discussions with C&R Staff personnel concerning the review to be conducted therein will commence 18 January 1954.

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